Registry of Educational Personnel (REP) Update - November 22, 2004

REP Due December 10, 2004

This message is being sent to the REP Listserv and the authorized users of the REP application.

As a reminder, the REP data are due to CEPI by December 10, 2004. Thanks to those district authorized users who have finished or have begun the REP submission. With three weeks remaining for submission, CEPI encourages all districts to begin and/or finish their submission early. Data submitted may be updated or edited through December 10, 2004. Therefore, districts may make any necessary updates to data that may change after the initial submission is completed.

After completing the online or bulk upload submission, be sure to check the Personnel Submitted report. The Personnel Submitted report can be found on the Main Menu of the REP application. All records that have been successfully submitted will show a green check mark next to the PIC number. If the record indicates a red "x," the record still needs to be updated. The heading of the Personnel Submitted report will indicate the number of records that have been updated as well as the number of records that have not been updated. When all employees have green check marks and all new personnel have been submitted and have green check marks, the submission is complete.

Also, as stated in the March 26, 2004 letter to districts from the Michigan Department of Education:

"Failure to submit the REP data may result in the loss or withholding of state aid in accordance with Section 1619(6) of the State School Aid Act of 1979, which states:

Section 1619(6) - If a district or intermediate district fails to meet the requirements of subsection (2), (3), (4), or (5), the department shall withhold 5% of the total funds for which the district or intermediate district qualifies under this act until the district or intermediate district complies with all of those subsections. If the district or intermediate district does not comply with all of those subsections by the end of the fiscal year, the department shall place the amount withheld in an escrow account until the district or intermediate district complies with all of those subsections."

For questions regarding the REP submission, please contact the Department of Information Technology (DIT) Client Service Center via e-mail at Help-Desk@michigan.gov or call 517-335-0505. Please provide your name, district code, district name, CEPI application name, your telephone number (including area code and extension), your e-mail address and your specific questions.

Center for Educational Performance and Information